

These **SAMPLE INSTRUCTIONS TO OFFERORS** originate from the on-line PBSA course developed through a partnership between the Institute for Supply Management (ISM), the National Contract Management Association (NCMA), and the Department of Defense. The copyrights are held by the ISM and NCMA. Copyright permission has been granted for use in USACCE's Center of Excellence for Service Contracting.

Samples 1 through 4 were used with commercial contracting practices; Samples 5 through 8 were applied in Government contracting; and Samples 9 through 12 address miscellaneous approaches to improving Navy service contracting through acquisition reform.

PROPOSAL PREPARATION INSTRUCTIONS

SAMPLE 1 - INSTRUCTIONS TO OFFERORS - COMMERCIAL

1. Submission of offers. Each offeror must submit a price offer and submit written information that pertains to its capability and past performance. Offerors who do not provide any additional past performance information will be evaluated on the data already in the Government's files.

Offers consist of and must include the following:

Standard Form 1449, "Solicitation/Contract/Order for Commercial Items," with blocks 12, 17, and 30 completed by the offeror. RFP Section B entitled "Supplies/Services," with the offeror's proposed contract line item prices. RFP Section K entitled "Offeror Representations and Certifications- Commercial Items" (FAR 52.212-3) and (DFARS 252.212-7000), completed by the offeror.

2. Past Performance. The Government will consider how well the offeror has satisfied previous contract requirements in making the contract award decision.

3. Period for acceptance of offers. The offeror agrees to hold the prices in its offer firm for 60 calendar days from the date specified for receipt of offers, unless another time period is specified in an addendum to the solicitation.

4. Late offers. Offers or modifications of offers received at the address specified for the receipt of offers after the exact time specified for receipt of offers will not be considered.

5. Contract award. The Government intends to evaluate offers and award a contract without discussions with offerors. Therefore, the offeror's initial offer should contain the offeror's best terms from a price and technical standpoint. However, the Government reserves the right to conduct discussions if later determined by the Contracting Officer to be necessary. The Government may reject any or all offers if such action is in the public interest; accept other than the lowest offer; and waive informalities and minor irregularities in offers received.

6. Multiple awards. The Government may accept any item or group of items of an offer under each lot, provided in the Schedule. Offers may not be submitted for quantities less than those specified. The Government reserves the right to make an award on any item for a quantity less

than the quantity offered, at the unit prices offered, unless the offeror specifies otherwise in the offer.

SAMPLE 2 - INSTRUCTIONS TO OFFERORS - COMMERCIAL ITEMS

Each offeror must submit an offer (original and one copy), submit written information that pertains to its capability (three copies), and make an oral presentation to demonstrate its understanding of the Government's requirements. The Government will consider an offeror's non-compliance with these instructions to be indicative of the type of conduct that it may expect from the offeror during contract performance.

(a) OFFERS. Offers consist of and must include the following:

Standard Form 1449, "Solicitation/Contract/Order for Commercial Items", with blocks 12, 17, 30a, 30b and 30c completed by the offeror.

Solicitation Section B, "Schedule of Services and Prices/Costs", with the offeror's proposed contract line item prices inserted in the appropriate spaces.

Solicitation Clauses CI.9 & CI.10, "Offeror Representations and Certifications - Commercial Items", completed by the offeror.

The completion and submission of the above items will constitute an offer and will indicate the offeror's unconditional assent to the terms and conditions in this solicitation and in any attachments hereto. An objection to any of the terms and conditions of this solicitation will constitute a deficiency, which will make the offer unacceptable. The Government intends to award a contract without discussions; however, the Government reserves the right to conduct discussions if determined necessary by the Contracting Officer.

(b) WRITTEN CAPABILITY INFORMATION.

(1) Past Performance. The offeror shall describe its past performance on directly related or similar contracts it has held within the last five years which are of similar scope, magnitude and complexity to that which is detailed in the SOW. Offerors that describe similar contracts shall provide a detailed explanation demonstrating the similarity of the contracts to the requirements of the SOW. In determining the rating for the past performance evaluation factor, the Government will give greater consideration to the contracts which are most relevant to the SOW.

The Government may consider some or all of the following items to reflect the overall quality of the offeror's past performance: Termination for Default, delinquencies, failure to comply with specification and/or SOW requirements, amount of rework and any other information. The offeror shall provide the following information regarding its past performance:

A. Contract Number(s).

B. Name of company, reference point of contact, phone number, fax number and e-mail address at the Local Government or Commercial entity for which the contract was performed.

C. Dollar, or local currency, value of the Contract.

D. Detailed description of the work performed.

E. Name(s) of subcontractor(s) used, if any, and a description of the extent of work performed by the subcontractor(s).

F. The number, type and severity of any quality, delivery or cost problems in performing the contract, the corrective action taken and effectiveness of the corrective action.

The Government reserves the right to obtain information for use in the evaluation of past performance from any and all sources. An offeror failing to provide past performance information or asserting that it has no relevant directly related or similar past performance will be considered ineligible for award.

(2) Organizational Experience. The offeror shall address their similar or directly related work experience within the last five years of similar scope, magnitude and complexity to that detailed in the SOW. The company shall address the following, as well as any other relevant information to the SOW:

A. Company's history, organization, qualifications and work experience relating to stevedoring and husbanding services.

B. Projects similar in magnitude and complexity to the work anticipated under this SOW.

C. Experience gained in skills related to the SOW.

(3) Key Personnel. A resume of the qualification and experience of the contract manager and two alternates shall be submitted with the written capability information. The contract manager shall have, as minimum, five years demonstrated experience in directing and managing porthandling operations.

(4) Equipment List. Provide a comprehensive Equipment List of the company's equipment, both owned and subcontracted, and other pertinent assets sufficient to accommodate services set forth in the SOW. The equipment list should provide information concerning the condition, age, make, model and ownership of the equipment (owned by the company, subcontract, port, etc.).

(c) ORAL PRESENTATION.

After the submission of offers, each offeror will be scheduled to attend a three-hour session with the Government. During this session the offeror will make an oral presentation (not to exceed 1 1/2 hours) and participate in a question and answer (Q & A) session to address the following topics:

(1) Management Plan: The offeror shall address their Pre-Arrival and Vessel On-Load/Off-Load Plan for accomplishing services in accordance with the Statement of Work (SOW). This plan

shall describe the details for arranging, managing and ensuring timely and satisfactory performance of each line item.

(2) Resource Allocation: The offeror shall address facilities, resources and capabilities the offeror will utilize in order to accomplish SOW requirements. The offeror shall possess or be able to subcontract for all facilities and resources necessary to perform the requirements set forth in the SOW. The offeror shall also possess, or have the capability of obtaining, required equipment to accomplish services set forth in the SOW (e.g., cranes, forklifts, trailers, etc.). The offeror shall address Material Handling Equipment and Manpower Assets in great detail.

The offeror's oral presentation must be made by one or more of the persons whom the offeror will actually employ under the prospective contract as a manager or supervisor. All of the persons that the offeror will employ to perform managerial and supervisory functions must attend the Q & A session and must answer questions directed to them. In addition, the offeror may send two non-participating representatives to observe.

SAMPLE 3 - ORAL PRESENTATIONS

After the submission of offers, each offeror must make a one hour oral presentation to the Government. The overhead transparencies to be used by the offeror in making its oral presentation must be submitted with the offeror's proposal. After its oral presentation, each offeror must answer questions. The sole purpose of the oral presentation is to test the offeror's knowledge of the requirements of the prospective contract. The oral presentation and the question and answer session will not constitute a part of the offer and the information communicated thereby will not become a part of any contract resulting from this RFP. Neither the oral presentation nor the question and answer session will constitute discussions as defined in FAR 15.601 and 15.610, nor will they obligate the Government to conduct discussions or to solicit or entertain any revisions to the offer or a best and final offer. The contracting officer will schedule the oral presentations and will notify each offeror of the date, time, and location of its oral presentation after the Government receives the offers in response to this RFP. The contracting officer may schedule the first oral presentation to take place within approximately two to three weeks after the receipt of the offers. During the oral presentation the offeror must address the following topics:

I. UNDERSTANDING, APPROACH AND MANAGEMENT The offeror shall present its broad understanding of the requirement and its broad approach to managing the vast scope of this requirement. Include an explanation of your organizational flowchart, specifically describing proposed lines of authority and means of communications between the main office, your own personnel & fleet of trucks, and subcontractors. Describe how you will oversee the subcontractors to assure that timely and quality services are performed and invoiced in accordance with the contract. Specifically describe proposed lines of authority and means of communications between the main office and the U.S. Navy.

II. PARTNERING PLAN Describe your approach for partnering with the U.S. Navy. This shall include what approaches you intend to use to improve the movement of U.S. Navy material in the most cost effective, efficient manner. This can be new initiatives or effective approaches

already in practice for other customers for similar services. Describe successes with existing or previous customers (in terms of improvement in being cost effective and efficient). Describe what you expect from the U.S. Navy towards improving the transportation process.

III. ELECTRONIC ORDERING AND REPORTING The offeror must address how it plans to optimize the use of electronic commerce (Internet access) and computer software in partnering with the U.S. Navy. This must address (1) software used by the contractor in compiling reports and Internet access (including e-mail); (2) what kind of reports are available (provide examples) or will be created for the U.S. Navy, which as a minimum shall include delivery order status, usage statistics, invoice status; and (3) ability for the U.S. Navy to access reports on line (via Internet).

The offeror may not address its offer (SF1449, Pricing section), or any exception/deviation from the solicitation provisions, terms and conditions). However it may address other topics, within the one hour time limit, such as organizational experience or past performance, but the contracting officer will strictly enforce the one hour time limit. Only that portion of the presentation which has been completed, including the slides which have been briefed (presented and narrated), shall be considered in the evaluation. An offeror's oral presentation must be made by one or more of the persons whom the offeror will actually employ to manage the prospective contract. The offeror should have in attendance whomever the offeror believes is necessary to best respond in a manner that reflects that the offeror clearly understands the U.S. Navy's requirement. In addition, the offeror may send two non-participating representatives to observe. Each offeror must use overhead transparencies to document key points of its presentation. The Government will provide one overhead projector, one flip chart pad, and marker pens for the offeror's use during the oral presentation. The offeror may not use or submit any other media or documents. The offeror must submit its set of overhead transparencies and six (6) paper copies to the Government in a sealed package with its offer. Only those transparencies/slides submitted with the proposal may be used by the offeror in making the presentation.

SAMPLE 4 - MULTIPLE PHASE INSTRUCTIONS

Offerors' proposals will be completed in two phases:

PHASE I Under Phase I, Offerors' resumes, past performance and price will be evaluated to determine which offerors will proceed on to Phase II Ð Written Material and Oral Presentation.

Part I - Resumes. Offerors are highly encouraged to submit their resumes by the date requested for evaluation. If resumes are not received by the date requested for evaluation, they are due by the closing date of the RFP.

Offerors are required to submit resumes in the format provided as Attachment 1, Resume Format, which will be used to assess the offeror's capability to perform the tasks described in the Attachment 2, Statement of Work.

Part II - Past Performance. Offerors are highly encouraged to submit their Past Performance information by the date requested for evaluation. If Past Performance information is not received by the date requested for evaluation, it is due by the closing date of the RFP.

(a) The Government will conduct a past performance evaluation based upon the past performance of the offeror and any subcontractors as it relates to the probability of successful accomplishment of the work required by the Statement of Work. The offeror shall complete Part I of the Attachment entitled, "Performance Risk Assessment Questionnaire", for each of its previous contracts received, or in performance, during the past three years (to include both prime and major subcontracts) which are in any way relevant to the effort required by this solicitation.

The description shall include the following information:

(1) Contract Number(s).

(2) Name and phone number of a point of contact at the Federal, State, Local Government or Commercial entity for which the contract was performed.

(3) Dollar value of the Contract.

(4) Detailed description of the work performed.

(5) Names of subcontract(s) used, if any, and a description of the extent of work performed by the subcontract(s).

(6) The number, type and severity of any quality, delivery or cost problems in performing the contract, the corrective action taken and the effectiveness of the correction action.

(b) The Government shall assess risks associated with offeror's past performance in the following areas:

(1) Timely delivery of services.

(2) Technical quality.

(3) Business like concern for the interests of the customer.

(4) Specificity of the work to the Navy.

(c) Each performance risk assessment of the areas listed above will consider the number and severity of problems, the effectiveness of corrective actions taken and the overall work record. The assessment of performance risk is not intended to be the product of a mechanical or mathematical analysis of an offeror's performance on a list of contracts, but rather the product of subjective judgment of the evaluators after it considers all available, relevant and recent information.

(d) The Government will obtain whatever information it deems most relevant to the required effort by written and/or telephonic inquiry. The Government intends to forward the Attachment

entitled, "Performance Risk Assessment Questionnaire", to those Government and commercial activities provided by the offerors in their proposal.

Part III - Price Proposal. Price Proposal will be due on the closing date of subject RFP. Offerors are required to complete the SF 1449 and schedule of services.

SAMPLE 5 - SUBMISSION OF PROPOSALS - GOVERNMENT

I. GENERAL

Offerors are required to submit their proposals in two separate volumes as follows:

VOLUME I

(1) Written Component

Past performance/Corporate Experience and Personnel Resource proposal original and 2 copies to include all data and information required for past performance/ experience and personnel evaluation, and exclude any reference to the pricing aspects of the offer. Each page of each copy should contain the following legend:

Source Selection Information

See FAR 3.104

(2) Oral Presentation The remaining portion of the technical proposal will be presented to the Government by means of an oral presentation. The oral presentation is required to be specific, and is limited to the areas of Technical Approach and Management Plan relative to the evaluation criteria set forth in Section M. The presentation will not encompass price or cost and fee. Presentations will be scheduled with offerors as soon as possible after the closing for receipt of proposals. The order in which offerors will make their presentations will be determined by random selection.

(i) Form of Presentation - Offerors shall make their oral presentation in person. Submission of videotapes or other forms of video contained in the presentation for evaluation, in lieu of the oral presentation, will not be authorized and such proposals will be rejected.

(ii) Offeror's Presentation Team - Only members of the offeror's and proposed subcontractor's in-house staff shall participate in the presentation. The only exception is that an individual who is proposed as Key Personnel to perform on the contract but who is not currently employed by the offeror/subcontractor may participate in the presentation. For any portion of the work to be subcontracted, members of the proposed subcontractor's staff shall make that portion of the presentation relative to the work its firm will be performing. Offerors are encouraged to have individuals proposed as "key personnel" participate in the presentation.

(iii) The oral presentation shall not constitute discussions as defined in FAR 15.601 and 15.610. Furthermore, after completion of the oral presentation, the Government may request clarification of any points addressed which are unclear and may ask for an elaboration by the offeror on any point which was not adequately supported. Any such interchange between the offeror and the Government will be for clarification only, and also will not constitute discussions.

(iv) Documentation - At the presentation, the offeror shall provide a listing of names, firms, and position of all presenters and two copies of any slides or viewgraphs which are used in the presentation. The Government will not accept for evaluation any other type of documentation.

(v) Time allowed for presentations. Each offeror will have a maximum of one hour in which to make its presentation. The time required for clarification will not be counted against the offeror's time limit.

(vi) An overhead projector and screen will be provided. No other visual aids will be permitted.

VOLUME II

Price Proposal - Original and three copies to include the completed solicitation documents and a complete and detailed cost breakdown with all supporting information. Each page of each copy should contain the following legend:

Source Selection Information
See FAR 3.104

II. REQUIREMENTS FOR PROPOSAL CONTENT

(1) Volume I - Technical

(a) Technical Approach

Offerors shall demonstrate in sufficient detail a technical approach that will successfully accomplish the SOW. Offerors should describe the risks associated with the SOW and any risks associated with the Offeror's proposed technical approach; describe any techniques, methods, and actions that will be used by the offeror to mitigate the risk(s) identified in the SOW and in the offeror's proposed technical approach and provide an explanation of whether the techniques and methods identified for risk mitigation have been successfully used by the offeror.

(b) Past Performance/Corporate Experience

The offeror shall describe its past performance on similar contracts it has held within the last five years which are of similar scope, magnitude and complexity to that which is detailed in the RFP or affirmatively state that it possesses no relevant directly related or similar past performance. Provide a detailed explanation demonstrating the relevance of the contracts to the requirements of the RFP. The offeror should provide the following information regarding its past performance/corporate experience:

1. Contract number(s),
2. Name and phone number of a point of contact at the federal, state, local government or commercial entity for which the contract was performed,
3. Dollar value of the contract,
4. Detailed description of the work performed,

5. Names of subcontractors used, if any and a description of the extent of work performed by the subcontractors,

6. The number, type and severity of any quality, delivery or cost problems in performing the contract, the corrective action taken and the effectiveness of the corrective action.

(c) Management Approach

Offerors shall demonstrate in sufficient detail a management approach that will successfully accomplish the SOW. Offerors should address the risk associated with implementation of the offeror's management plan as well as the steps to mitigate this risk and an explanation of whether the techniques and methods identified for risk mitigation have been successfully used by the offeror.

(d) Personnel Resources

The offeror shall provide the required number of resumes for each labor category. The offeror shall provide sufficient information within the resumes to detail the personnel education, experience and required security clearance expressed in the solicitation clause "Personnel Qualifications" The offeror shall submit resumes for the key personnel listed. The required numbers of resumes per labor category are shown in brackets. Project Manager (1), Group Leader (3)

Each offeror shall provide the following certification: "I certify that each individual proposed as key personnel was contacted after the issue date of the solicitation and that each individual has confirmed that they are available for contract performance."

If the offeror proposes more than the number of personnel required in an individual category, the offeror should identify the percentage of effort that each person will be committed to in performance of that position under the contract and a resume shall be provided for each person proposed.

(2) Volume II - Cost

Volume II shall provide a detailed cost breakdown. The offeror's cost proposal shall support the offeror's technical proposal. If the cost proposal does not support the technical proposal, the offeror's overall proposal rating may be downgraded. The cost proposal shall include all elements of cost and such other cost information as is necessary to support your proposal. The cost and pricing information shall be completed in accordance with the following:

(a) Separate cost and pricing information shall be submitted for each year of the services specified in Section B of the solicitation.

(b) Supporting data including labor rates and hours, burdened rates, material lists and costs, travel charges, and "other direct costs" used in developing the cost breakdown shall be furnished and properly referenced with this data. The supporting data for "other direct costs" shall include an itemization of those costs and a justification and explanation for each cost so itemized.

(c) For key personnel, the proposed rates should be arrived at by utilizing the actual labor rates for personnel for whom resumes are submitted.

(d) For proposal purposes, assume that 65% of the work in all categories will be performed on-site (Contractor) and 35% will be performed off-site (Government).

(e) The following amounts (plus applicable G&A and Material Handling) shall be utilized for evaluation purposes in determining the total cost for the contract.

(i) Travel estimated at \$2,400,000 is for travel and subsistence associated with performance under this contract which will be reimbursed in accordance with the clause entitled "Reimbursement of Travel Costs."

(ii) Material estimated at \$600,000 is for incidental material and special materials as defined in the statement of work and the section C clause entitled "Allowability of Material and General Business Expenses."

(iii) Any offeror having an accounting system which includes, within overhead or G&A, the cost elements set forth above shall specifically state this fact within the cost proposal to preclude these costs from being unduly considered twice. (f) All subcontracts set forth in the technical proposal shall be priced in the cost proposal. Subcontracts regardless of dollar value shall be adequately documented to facilitate a determination of cost reasonableness/realism.

SAMPLE 6 - CONTENT OF PROPOSALS (SERVICES)

(a) GENERAL

Offerors shall submit one paper original, one paper copy, two additional paper copies of resumes called for by c(l)(ii), and two copies on electronic media (5.25" or 3.5" disk in IBM-compatible format) of the proposal. Proposals will be evaluated using Microsoft Word for Windows (version 6.0) and Microsoft Excel for Windows (version 5.0). Submitted electronic proposals must be readable in these specified formats. Offerors may submit proposals in alternate formats (such as Adobe Acrobat), provided that an appropriate DOS/Windows viewer is provided to the Government. Each diskette shall be marked with the offeror's name, the solicitation number, submission, volume number(s), software used, and the names and description of all files included on that diskette.

(1) A proposal submitted in response to this solicitation shall consist of three separate volumes: Technical, Management, and Cost.

(2) Any data previously submitted in response to another solicitation will be assumed unavailable, and this data must not be incorporated into the technical proposal by reference.

(3) Clarity and completeness of the proposal are of the utmost importance. The proposal must be written in a practical, clear and concise manner. It must use quantitative terms whenever possible and must avoid qualitative adjectives to the maximum extent possible. Proposal volumes must be

internally consistent or the proposal will be considered unrealistic and may be considered unacceptable.

(b) FORMAT

(1) Format requirements are as follows: Proposals must be legible and prepared on standard 8 1/2 x 11 inch paper, double spaced. (Resumes may be single spaced.) The offeror shall use a type size no smaller than 12 point.

(2) Each proposal section shall be governed by the word quantity limitations specified herein except as noted in c(1)(ii) below. Word quantity for each section will be determined using the word count utility in Word for Windows 6.0.

(3) The format for graphics is as follows: Graphics are not desired, except for organization charts needed for d(1)(i) below. Any graphics shall comply with (b)(1) above and will be governed by the limitations set forth in (b)(2) above.

(4) If proposal sections exceed the word quantity limitations set forth herein, excess text will be removed from the back of that section and NOT evaluated. The word quantity limitation includes but is not limited to executive summaries, forewords, foldouts, attachments, figures, graphs, etc. as well as text. Resumes failing to comply with the format requirements of (b)(1) above, or exceeding two pages, will not be evaluated.

(5) Technical, Management, and Cost volumes must be submitted within a sealed package and be clearly marked with the solicitation number. Proposals submitted in response to this solicitation must contain the information as outlined below.

(c) **TECHNICAL (VOLUME I)** No cost or price information may be included in the technical volume. The technical volume may not be classified. The following sections are to be included in the order indicated:

(1) SECTION I - PERSONNEL

Section I must contain resumes reflecting the qualifications and experience of all personnel being proposed for the following key labor categories:

Senior Systems Engineer
Senior Engineer

(i) Additional categories identified in this solicitation will not be used for evaluation purposes and offerors are not to submit resumes for those categories. However, the Offeror must include all labor categories in the manpower utilization matrix and must demonstrate an ability and present intention to provide personnel to commence work at the time of contract award.

(ii) Personnel resumes submitted by the Offeror must reflect the necessary qualification and experience as described in the labor category descriptions and represent the Offeror's capability to perform the tasks contained in Section C. Resume entries shall detail specific skills and include separate entries for each position in which those skills were performed. Resumes shall be

provided in strict accordance with the resume format at the Attachment. A person cannot be proposed for more than one labor category. Section I is limited to a total of two pages per resume.

(2) SECTION II - SAMPLE TASKS

This section of the technical volume provides the offeror's response to the sample tasks set forth in L-12. For each sample task, the offeror will provide (1) a description of possible areas to be investigated in researching each task, (2) a detailed description of the technical approach including a detailed step-by-step procedure and methodology which would be used in accomplishing each task, and (3) identification of the additional information that would be required to perform each task, (4) a detailed work plan for implementation, (5) a product outline describing what would be the expected deliverable(s) and/or result(s) of this task, and (6) manhours by labor category but not cost. The offeror should not propose studies in response to the sample tasks but rather provide a technical report addressing methodologies/recommendations that meet sample task requirements. The response to sample tasks is limited to 1,500 words per task.

(d) MANAGEMENT (VOLUME II)

No cost or price information may be included in the Management Plan/Manpower Utilization Matrix and Past Performance sections of this volume. The management volume may not be classified. The following sections are to be included in the order indicated:

(1) SECTION I - MANAGEMENT PLAN/MANPOWER UTILIZATION MATRIX

(i) Part 1 - Management Plan - The Offeror must provide a detailed management plan that will be followed during contract execution. The Offeror's management plan must include the proposed lines of responsibility, authority, and communication through which the tasks will be managed, and the procedures to be taken to insure quality control and cost control. The management plan will also discuss the methods by which source documentation will be protected and controlled. The Offeror must define the proposed organizational structure (including responsibilities and reporting structure) for the project, how personnel will be assigned from task to task throughout the contractual period, and how the proposed project team will interface with both the offeror's corporate structure and the Government. The Offeror must identify the policies and procedures in place for verifying education and experience to ensure that resumes submitted for key personnel are current, complete, and accurate and the safeguards in place to ensure that personnel assigned to non-key labor categories meet the requirements of those labor categories. The Offeror must propose policies and procedures for managing and directing the effort for standardization, productivity, quality, cost control and cost management. Also, describe the plan for early identification and resolution of problems. Part 1 is limited to a total of 4,000 words.

(ii) Part 2 - Manpower Utilization Matrix - The Offeror must provide a manpower utilization matrix in labor category sequence for all personnel proposed for all labor categories for the base year only in the format of Table II. The Offeror shall not propose less than 900 hours per year for any person listed in the Manpower Utilization Matrix. The Offeror should subtotal the labor hours identified in the manpower utilization matrix for labor categories of both the prime and subcontractor. If an individual is proposed as a contingency hire, it must be so noted. New hires may not be proposed. A contingency hire is defined as an individual who has signed a

commitment to work in the event that the contract is awarded to the Offeror. A new hire is defined as an unspecified person to fill an empty billet who is not identified as a current employee of the Offeror or as a contingency hire. The Manpower utilization matrix does not have a word quantity limitation.

(iii) Part 3 - Background Information on Composition of Joint Venture / Partnership - The Government prefers to contract with a company or corporation as opposed to a partnership or joint venture in the fulfillment of these requirements. If the offeror is a partnership or joint venture, documentation must be provided which clearly explains the relationship of the parties. This documentation must include, but is not limited to: the structure of the Offeror's organization, responsibilities, liabilities, financial responsibility, managerial responsibility and accountability, and applicable legal documents. Part 3 does not have a word quantity limitation.

(2) SECTION II - PAST PERFORMANCE

The offeror must provide the information required by provision L-7, "Proposal Information Requirements for Past Performance on the Proposed Contract" and Table I. This section is limited to a total of 3,250 words.

(e) COST (VOLUME III)

(1) The Offeror must propose one fully burdened hourly rate per labor category by completing Section B of the RFP. Cost proposals shall not differentiate between on-site and off-site rates. Composite rates are required for any labor category for which more than one company's personnel are proposed. The proposal shall clearly demonstrate the individual cost elements from which the composite rate is developed. Proposals must be submitted for the total maximum hours, by labor category, shown in Section B.

(2) The cost proposal must contain specific rates provided in the format of Table III for the initial year and each option year for the Offeror and all subcontractors. Each subcontractor shall provide a complete Table III. The fully burdened hourly rate of each subcontractor employee shall be used with their respective hours when constructing the prime's Table III.

(3) In accordance with the provision entitled, "Identification of Uncompensated Overtime", the Offeror must provide information for all personnel proposed for all categories in the format of Table IV.

(4) Tables III and IV must be consistent and demonstrate a clear understanding as to how both prime and subcontractor hours and rates were derived. Inconsistencies in the proposal between prime and subcontractor hours and rates will be considered a high performance risk to the Government.

(5) All proposed costs must be adequately supported. The proposal must include sufficient background to show derivation. If the cost proposal cannot be understood, it may result in the entire proposal being found to be unacceptable and thus eliminated from the competition.

(6) The offeror must provide the information required by the provision entitled, "Evaluation of Compensation for Professional Employees."

(f) SUBMISSION OF REPRESENTATIONS, CERTIFICATIONS AND OTHER STATEMENTS

The Representations, Certifications and Other Statements of Offerors/Quoters (Section K) shall be submitted only for those Offerors proposing as potential prime contractors. Representations and Certifications from potential subcontractors are not required or desired.

SAMPLE 7 - GENERAL INSTRUCTIONS FOR PROPOSALS

Proposal Identification/Mailing - Offerors should assign their own identifying number to their proposal. The proposal should be packaged for delivery so as to assure safe and timely arrival at destination. The proposal package should be mailed or delivered to the address shown in Block 7 of Standard Form 33 and clearly marked:

RFP No. _____.

VOLUME I TECHNICAL AND MANAGEMENT PROPOSAL

1. Technical and management information shall be placed in Volume I and be completely separate from the cost proposal (Volume II).

2. Proposal Format and Length - The proposal should be written and organized so as to be compatible with the RFP, the Statement of Work, company's organization and accounting structure, and proposed cost estimate. The proposal length shall not exceed 50 pages including illustrations, charts, drawings, and diagrams, but excluding resumes.

3. Required Copies: six

VOLUME II COST PROPOSAL

1. All cost information shall be placed in Volume II. Volume II shall include costs for the base period and the four options in Schedule B. The cost proposal shall include a summary for each year and a five-year summary.

2. The Offeror's proposed labor costing schedule, based on the Statement of Work described in Section C, should be in Volume II and be completely separate from the technical proposal (Volume I). v

3. The Offeror's cost proposal shall include a breakdown of unloaded labor rates for each labor category, fringe benefits, escalation, overhead, G&A, fee and any other direct or indirect costs and rates for each labor category. Any anticipated costs for travel-related expenses and employee per diem should be justified and included in the cost proposal.

4. Required Copies: three

INSTRUCTIONS FOR TECHNICAL PROPOSALS

Please read the evaluation criteria closely prior to preparation of your technical proposal. The emphasis you place on elements of your technical proposal should be materially affected by the criteria which will be used to evaluate your offer.

The Technical Proposal will contain the following elements:

A. PERSONNEL QUALIFICATIONS

1. Provide a resume for each of the key personnel proposed to perform the work described in Section C. The resumes must include educational qualifications, previous work experience, and the percentage of time the proposed key person will be dedicated to the contract. If the proposed person is not currently employed by the Offeror, a signed letter of intent must be included. Show that the individuals offered have the skills and working knowledge of methods and techniques appropriate to the tasks of this project.

B. MANAGEMENT

1. Clearly describe and fully identify critical schedule and cost events correlated with the technical requirements of the research tasks required in the Statement of Work. Recognizing that the details of a particular task management plan depend upon the nature of the research task issued, the Offeror should as specifically as possible describe the planned application of essential resources to the execution of research effort requirements. Include an explanation of how the Offeror will meet contract requirements if an option to extend contract performance is exercised. The Offeror must identify how management plans to handle surge requirements necessitating additional personnel as well as the replacement of personnel. Because the application of resources and timely direction of complex research efforts are critical to the success of projects in the proposed research areas, the Offeror's management "know how" should be fully presented.

C. PAST PERFORMANCE

1. The Government will evaluate past performance using the information provided, reports from the points of contact contacted, and other sources.

2. Provide the following information on all contracts with the same or similar performance requirements performed in the last three years:

- a. Contract number and awarding company/agency
- b. Total value
- c. Period of performance
- d. Technical and contracting points of contact with awarding company/agency
- e. Telephone numbers for points of contact

3. Provide a narrative for each contract cited in the above format to include a brief technical description or scope of work, complexity, objectives achieved and an explanation of any problems or delays encountered and corrective action taken.

4. The Offeror may submit relevant past performance information about key personnel who were employed by other firms in the recent past.

5. Each offeror, other than Small Business concerns, shall include as part of its past performance a narrative of its compliance with requirements of FAR 52.219-8, "Utilization of Small, Small Disadvantaged and Women-Owned Small Business Concerns", FAR 52.219-9, "Small, Small Disadvantaged and Women-Owned Small Business Subcontracting Plan," and predecessor provisions.

D. COMMITMENT TO SMALL BUSINESS

1. The Government strongly encourages the use of Small, Small Disadvantaged and Women-Owned Small Businesses and Historically Black Colleges and Universities or minority institutions (HBCU/MIs). Each Offeror should submit as part of its proposal its written commitment to provide for meaningful work to Small, Small Disadvantaged and Women-Owned Small Businesses and HBCU/MIs in the performance of this contract. The commitment may be in the form of a joint venture, teaming arrangement or subcontract with one or more qualifying entities. The Offeror's commitment will be evaluated against the following criteria:

- a. The extent which such firms are specifically identified in proposals;
- b. The extent of commitment to use such firms;
- c. The complexity and variety of the work small firms are to perform;
- d. The realism of the proposal; and
- e. The extent of participation of such firms in terms of the value of the total acquisition.

2. Each Offeror, other than small business concerns, shall submit as part of its proposal a written subcontracting plan in accordance with the clause entitled "SMALL, SMALL DISADVANTAGED AND WOMEN-OWNED SMALL BUSINESS SUBCONTRACTING PLAN" (FAR 52.219-9).

SAMPLE 8 - PREPARATION OF PROPOSALS

Proposals shall be prepared using "Arial" or "Times New Roman" font style in point size 11 or greater on 8_ x 11 inch white paper. Foldouts are not allowed. Margins shall be 1 inch on all sides. All material submitted may be single-spaced. Offerors should ensure that each page provides identification of the submitting Offeror in the margin (header or footer).

To support their business proposal, Offerors should submit their pricing and RFP Section B in electronic format (e.g., MS Excel) on 3.5" diskette in addition to the written submissions in the Business Volume. Should conflicts arise between the material presented in the Business Volume and on the diskette, the written material in the Business Volume shall take precedence.

Each Offeror must submit their proposal materials in three-ring, loose-leaf binders, with each section of information under a separate tab divider. Business and Technical Volumes shall be submitted in separate binders. An original and two copies of the Business Volume, consisting of Parts 1 through 3; and an original and six copies of the Technical Volume, consisting of Parts 4 through 6, shall be provided. The following instructions are provided:

PART I. Model Contract. There is no page limit for this part. The Offeror shall agree to the terms and conditions of the model contract of this solicitation which consists of RFP sections A - K, including all documents, exhibits, and attachments. The submission of these items in accordance with the instructions will, upon acceptance by the Government, contractually bind the Government and the Contractor to the terms and conditions of the model contract.

PART II. Business Proposal. There is no page limit for this part. Any information submitted must support the Offeror's price proposed. Include sufficient detail to clearly establish the relationship of the information provided to the price proposed. Support any information provided by explanations or rationale to establish a basis for evaluation. A breakdown of the components of the Offeror's business proposal include completion of Section B. Offerors are advised that uncompensated overtime (e.g., in excess of a standard 40-hr. week) is highly discouraged. Offerors shall identify the amount of fee and general and administrative expense (G&A) that will be applied to other direct cost elements.

The offeror shall, at a minimum, provide supporting data that addresses the following areas in detail sufficient to provide the Government with the basis to accomplish its evaluation: organization, fiscal period, contracts, direct rates, productive hours, indirect rates, escalation, contingencies, audits, compensation plan, salary certifications, basis for profit, and other direct costs.

PART III. Subcontracting Plan. There is no page limit for this part. Each large business Offeror shall submit a Subcontracting Plan as part of their proposal submission. Offeror's are advised that the small business subcontracting requirements for this contract are 25 percent, distributed across Small Business, Small Disadvantaged Business (SDB), and Woman-Owned Businesses. The SDB business goal shall be at least 5 percent.

PART IV. Understanding and Approach. This part is limited to 30 pages. This part shall concisely describe the Offeror's understanding of the technical support requirements described in the Statement of Work. Offeror's should include, at a minimum, their approach to quality performance, ensuring technical excellence, proposed skills mix, use of subcontractors, use of facilities, and overall corporate capabilities to accomplish the requirements and to provide best value services.

Concisely describe your plans for effective management and oversight of the resultant contract. Ensure that, at a minimum, the following areas are addressed:

- Ability to accomplish the full scope of technical requirements anticipated;
- Benefits of your management experience and approach;
- Approach to effective technical performance, including subcontracting;
- Ability to ensure consistent quality and availability of professional staff; and
- Roles and responsibilities of the Program and Project Managers.

PART V. Past Performance. This section is limited to 10 pages. Provide a Past Performance Reference Matrix illustrating relevant work of similar size, scope, and complexity, accomplished during the past three years. Ensure that accurate and concise information is provided for each reference, whether the data is for the prime, or subcontractor, including:

- Title of Contract, Contract Number, and Sponsoring Organization;
- Name and Telephone for the Technical POC and Contracting Officer;

Type of Contract, Contract Value, Award and Completion Dates; and

Brief description of the services performed, problems identified and corrective action taken, awards/recognition received.

In addition to the Past Performance Matrix, the Offeror shall provide six detailed summaries of similar work accomplished during the past three years. These summaries shall not exceed one page each. Subcontractor work may be included at the discretion of the prime contractor. Detailed summaries shall address the following:

Technical relevance to work anticipated under the resultant contract;

Previous roles of Key Personnel being proposed for the resultant contract; and

Specific, quantifiable accomplishments or deliverables.

A Past Performance Questionnaire will be provided to selected references cited in the Past Performance Matrix. The Government may use information from sources other than those identified in the proposal to evaluate the Offeror's past performance and experience.

PART VI. Personnel. This section is limited to two pages per resume. Provide resumes for the proposed Program Manager, Project Manager-Engineering, Project Manager-Logistics, and Project Manager-Operations.

Ensure the following information, at a minimum, is included for each resume submitted: Education and relevant training; technical skills and/or professional certifications; positions held (dates); relevant work experience for the position; and any verifiable awards/accomplishments.

SAMPLE 9 - PROPOSAL PAGE LIMITATION

Volume I shall be limited to no more than 100 pages (exclusive of resumes). Each "page" is defined as one sheet, 8 1/2" x 11", with at least one inch margins on all sides, using PICA size type (point size of 12 with 10 characters per inch) or larger. Lines shall, at a minimum, be single-spaced. Pages shall be consecutively numbered. Multiple pages or foldouts will count as an equivalent number of 8 1/2" x 11" pages. The cover sheet, table of contents (not to exceed one page), tabs, and dividers will not count toward the page limit.

The price proposal (Volume II) is not page limited. However, the price proposal shall be strictly limited to cost and price information.

Pages submitted in excess of the page limit will NOT be evaluated but will be returned to the offeror. The offeror may include the legend, "Source Selection Information - See FAR 3.104" in the one-inch margins (top, bottom or either side).

SAMPLE 10 - ELECTRONIC PROPOSAL SUBMISSION

(a) By submission of a proposal on electronic media, the offeror certifies that the submission is readable on the machine and operating system format specified and has been verified as free of viruses. Prior to any evaluation, the Government will check all diskettes for viruses and ensure that all diskettes are readable. In the event that the diskettes are defective (unreadable), the Government will only evaluate the readable electronic files and the written proposal. The offeror also certifies that the electronic and paper copies of its proposal submitted in response to the solicitation are identical.

(b) The Offeror certifies that:

(1) The electronic and (if applicable) paper copies of its proposal submitted in response to the solicitation are identical;

(2) The magnetic media on which electronic proposals are submitted have been verified as readable on the machine and operating system format specified elsewhere in the solicitation; and,

(3) The magnetic media on which electronic proposals are submitted have been verified as free of viruses using the following software:

(name, manufacturer and version of anti-virus software used)

(c) A proposal that fails to conform to the requirements of paragraphs (a) and (b) above will be treated as a late proposal in accordance with the provision of this solicitation entitled Late Submissions, Modifications, and Withdrawals of Proposals and returned without further action to the Offeror.

Signature, Name and Title of Contractor's Certifying Official

SAMPLE 11 - CONTRACTOR PERFORMANCE DATA SHEET

THE INFORMATION PROVIDED IN THIS DATA SHEET MAY BE USED TO EVALUATE THE OFFEROR'S PAST PERFORMANCE IN MEETING COSTS/PRICE, TECHNICAL, AND DELIVERY OBJECTIVES. THE RESULTS MAY BE USED IN THE OVERALL COMPARATIVE EVALUATION OF THE OFFEROR(S) IN ACCORDANCE WITH SECTION M OF THE REQUEST FOR PROPOSALS (RFP).

Contractor Name:	RFP#:
Address:	POC:
Division:	

List Performance Data on your five most recently complete federal Government contracts (not to exceed three years since completion) for like or similar items under this RFP. (If you do not have five federal Government contracts, then list state, local, or commercial contracts, in that order, to complete this report).

CONTRACT INFORMATION

CONTRACT NUMBER:

DATE COMPLETED:

CONTRACT TYPE: FIXED PRICE COST REIMBURSEMENT OTHER

ITEM DESCRIPTION:

CONTRACT QUANTITY/LENGTH OF SERVICE:

CUSTOMER NAME:

CUSTOMER POINT OF CONTACT:

ADDRESS:

TELEPHONE:

FAX:

QUALITY:

Was consideration or a monetary withhold for non-conforming supplies/services or late deliveries assessed against this contract?

YES _____ NO _____

EXPLANATION

Was/is any part of this contract terminated for default and/or in litigation?

YES _____ NO _____

EXPLANATION

Was any warranty work completed on delivered items?

YES _____ NO _____

EXPLANATION

Did you receive any quality awards in the past three years?

YES _____ NO _____

List Awards:

TIMELINESS

Were all items (including products, services, reports, etc.) delivered within the original contract schedule?

YES _____ NO _____

EXPLANATION

COST

EXPLANATION

For Cost Type Contracts

Was the original contract estimated cost met?

YES _____ NO _____

EXPLANATION

If the estimated cost was not met, what was the positive/negative percentage of change?

YES _____ NO _____

EXPLANATION

OTHER PERTINENT INFORMATION

DESCRIBE ANY CORRECTIVE ACTION(S) INITIATED TO SOLVE ANY OF THE ABOVE-DESCRIBED PROBLEMS/DEFICIENCIES ON THIS CONTRACT. DISCUSS THE SUCCESS OF THE CORRECTIVE ACTION(S) TAKEN.

SAMPLE 12 PERFORMANCE RISK ASSESSMENT QUESTIONNAIRE

OFFEROR'S NAME: _____

THE COMPLETION OF PART II OF THIS QUESTIONNAIRE IS REQUESTED FROM YOUR AGENCY/COMPANY IN ORDER THAT WE MAY EVALUATE THE AFOREMENTIONED OFFEROR'S PAST PERFORMANCE ON PREVIOUS CONTRACTS AS IT RELATES TO THE PROBABILITY OF SUCCESSFUL ACCOMPLISHMENT OF THE WORK REQUIRED RELATIVE TO THE AWARD OF THE CONTRACT RESULTING FROM THE SOLICITATION.

Please provide concise comments regarding your overall assessment of the contractor's performance on the contract identified below. Please respond to each question in a narrative format. Please mail or fax your response directly to (Fill in organization, address, contracting officer's name, phone number, fax number here.) Request the questionnaire be submitted to the Government no later than (Fill in the date here.). If mailing, please allow sufficient time to ensure receipt at the above address no later than the date specified.

THIS COMPLETED QUESTIONNAIRE SHALL NOT BE RETURNED TO THE OFFEROR WHO ORIGINATED THIS REQUEST.

PART I

TO BE COMPLETED BY THE OFFEROR

Contract Information:

Contractor/Division/Subcontractor: _____

Contract Number: _____

Contract Period of Performance: _____

Contract Type: _____

Dollar Value of the Contract: _____

Detailed description of work performed: _____

Subcontractor Names and description of work performed the subcontract(s):

Number, type and severity of any quality, delivery or cost problems in performing the contract, the corrective action taken and the effectiveness of the correction action:

PART II
TO BE COMPLETED BY THE RESPONDENT

POC: _____ Position: _____

Phone: (DSN): _____ (Commercial): _____

Business Address: _____

Is above Contract information correct? _____ If Not, please describe discrepancies:

1. Please specify contract requirements purpose, and technology.

2. Was the contractor's management effective in controlling cost, schedule and performance requirements?
Please explain:

3. Was the contractor successful in retaining key personnel? When necessary, was the contractor successful in attracting fully qualified replacements for key personnel?

4. Did the contractor successfully manage its subcontractors?
Please explain:

5. Was logistics support satisfactory in meeting contract requirements?
Please explain:

6. Rate the contractor's overall technical performance: Outstanding () Good () Fair () Poor ()
Please explain:

7. With respect to design, engineering capability, and overall technical performance, would you recommend this contractor for similar Government contracts?
Please explain:

8. At completion of the contract, was the contractor committed to customer satisfaction?
Please explain:

9. During technical meetings, was the contractor cooperative and receptive to Government concerns affecting performance requirements?
Please explain:

10. Do you know of anyone else who might have relevant information concerning this contractor's past performance?
Please explain:

11. Please make any additional comments you wish here: